

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS REGULAR MEETING

January 20, 2005

CALL MEETING TO ORDER: The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order by Vice President Woren at 7:36 p.m.

ROLL CALL: Attending Directors: Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Matthew Clark, and Board Member Ric Lohman. President Shawn McGraw was absent.

Attending Staff: General Manager Chuck Duffy, Administrator Delia Comito, and District Legal Counsel Shandra Dobrovolny (substituting for Jonathan Wittwer).

PLEDGE OF ALLEGIANCE: Vice President Woren led those present in reciting the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION

Director Woren read a letter delivered to him by President McGraw, which stated she was resigning her position on the Board of Directors effective immediately.

ACTION AGENDA

Due to the presence of members of the public attending for item 3, Vice President Woren re-ordered the agenda, moving action agenda item 3 to the beginning of the agenda.

3. Consideration of permit: Point Pillar Properties, APN 047-081-370, Phase III portion of project; 84 double occupancy room hotel and 11 extended stay units, 53 ERU's capacity.

The applicants have submitted the County Building Department building permit pick-up notice to the District for permit issuance. Staff has confirmed with the County of San Mateo regarding the actual units being approved for construction, and that the ERU's assessed for this phase reflect what is contained in the building permit. The General Manager also stated that he is requiring a new permit application in accordance with the District Code. Because of this application requirement, the applicant has requested that a non-waiver of rights agreement be entered into to reserve any rights possibly held by the applicant's original 1999 application for this

project, and to reserve any rights held by the District. The General Manager reported that District Counsel has no objections to this.

ACTION: Director Lohman moved to approve the issuance of a sewer permit for the 53 ERU's subject to: 1) District Counsel approval of the non-waiver agreement; 2) Approval by the General Manager of the sewer lateral location; and 3) Receipt of the new application for 53 ERU's. (Lohman/Clark) Approved 4-0.

SPECIAL ORDER OF BUSINESS

1. Selection of Board Officers.

Director Pollard nominated Director Clark for Board President.

ACTION: Director Pollard moved to close the nominations. (Pollard/Lohman) Approved 4-0.

ACTION: Director Woren moved to approve the nomination of Director Clark as Board President. (Woren/Lohman) Approved 4-0.

Director Lohman nominated Director Woren for Board Vice President.

ACTION: Director Woren moved to close the nominations. (Woren/Lohman) Approved 4-0.

ACTION: Director Lohman moved to approve the nomination of Director Woren as Board Vice President. (Lohman/Clark) Approved 4-0.

The Board held general discussion on the positions of Secretary and Treasurer.

ACTION: Director Woren moved to elect by acclamation Director Pollard as Secretary and Director Lohman as Treasurer. Director Pollard and Director Lohman accepted their respective nominations. (Woren/Pollard) Approved 4-0.

2. Selection of Granada Sanitary District's Representatives to the Sewer Authority Mid-Coastside Board.

ACTION: Director Woren moved to appoint Director Woren and Director Lohman as the SAM Representatives, with Director Clark as the alternate. (Woren/Lohman) Approved 4-0.

4. Report on property tax revenue reduction due to ERAF III (Educational Revenue Augmentation Funds) State legislation.

The General Manager explained the property tax figures contained in his agenda memo, and answered questions concerning the ERAF tax shift. He stated the District's share of property tax revenues will be reduced to approximately \$184,000 for the next two years, as compared to previous revenues of \$320,000.

5. Consideration of Medio Creek sewer line crossing and capital improvement project report.

The General Manager stated that after reviewing the options contained in the Medio Creek CIP report, he concluded that the District should pursue Option 5.3 in the report. This option entails re-routing the Naples Beach pump station force main up directly to the IPS and construction of a new gravity sewer to serve several parcels, and would completely eliminate the Medio Creek sewer crossing.

ACTION: Director Pollard moved to obtain a cost proposal from Kennedy/Jenks Engineers for a complete design, feasibility study, and project budget for Option 5.3 in the report. (Pollard/Woren) Approved 4-0.

6. Consideration of application to LAFCo for possible reorganization into a Community Services District, and possible action on related matters.

The Board held general discussion concerning the previous day's LAFCo meeting in which the District's reorganization application was considered for the first time. It was decided that the General Manager will address the issues raised in the meeting in time for the next LAFCo meeting in March.

CONSENT AGENDA

Director Woren requested that Items 8, 10, and 11 be pulled for discussion.

7. Approval of Special Meeting minutes for November 18, 2004.

9. Approval of Special Meeting minutes for January 12, 2005.

12. Approval of Assessment District Administrative Costs Fund distribution #16 totaling \$71,733.51.

13. Approval of Assessment District Administrative Costs Fund distribution #17 totaling \$7,865.14.

14. Approval of October 2004 Financial Statements.

15. Approval of November 2004 Financial Statements.

ACTION: Director Woren moved to approve Consent Agenda items 7, 9, 12, 13, 14, 15. (Woren/Lohman) Approved 4-0.

8. Approval of Regular Meeting minutes for November 18, 2004.

Director Woren requested clarification on an item in the Minutes.

ACTION: Director Woren moved to approve Consent Agenda item 8. (Woren/Lohman) Approved 4-0.

10. Approval of December 2004 warrants totaling \$98,834.88 (#1787-#1824).

11. Approval of January 2005 warrants totaling \$130,265.04 (#1825-1860).

Director Woren requested clarification on a the number of voided checks in the warrants.

ACTION: Director Woren moved to approve Consent Agenda items 10 and 11. (Woren/Pollard) Approved 4-0.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

16. Sewer Authority Mid-Coastside.

Director Woren reported that the SAM Board meetings will be held at the individual members' meeting rooms on a rotating basis over the course of the next year. He also reported that the SAM General Manager's contract hours were increased to 40 hours per week, and that a corresponding increase in pay was approved.

17. Report on other seminars, conferences, or committee meetings.

Director Woren reported that there will be a County of San Mateo LCP Amendment workshop on January 25th.

INFORMATION CALENDAR

18. General Manager's Report.

No report.

19. Administrator's Report.

Director Woren requested that staff block out all account numbers on any bank statements released due to public information requests.

20. Attorney's Report.

No report.

FUTURE AGENDA ITEMS

ADJOURN REGULAR MEETING: The meeting adjourned at 10:11 p.m.

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Fran Pollard, Board Secretary

Date Approved: February 17, 2005